

ECONOMIC AND COMMUNITY DEVELOPMENT

POLICY DESCRIPTION FORM

Department/Group: Economic & Community Dev/ED/PSG Budget Code: SAU ECD
 Title: Restoration of Vacant Position

PRIORITY: Rank 1 of 1 FUNDING: Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This position is necessary due to the increase in HOME (Home Investment Partnerships Act) funds over the next three years. This position will process Homeownership Assistance Program (HAP) requests, and with the increase in HOME funding HAP loans will increase. This position will allow the timely processing of the requests and all necessary documents that need to be processed for the HOME Program and handle the increased workload due to additional funding. This position is fully funded by federal HOME funds.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 32,002	\$ 34,000

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Clerk II	32,002

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total: \$ 32,002 \$ 34,000

REVENUE (specify source)		
Federal HOME Program funds	32,002	34,000

Total: \$ 32,002 \$ 34,000

LOCAL COST \$ 0 \$ 0